



City of Brazil
Development Services
Mobile Home Application

There is a \$75.00 fee due when you submit your packet for review. This fee is non refundable.

Date _____

1. Name _____ Address _____
2. Phone _____
3. Location of proposed Mobile Home placement: _____
4. Size of Lot _____ Size and Year of Mobile Home _____
5. Legal Description of lot(s): _____

6. Person making application understands and agrees they are responsible for the supply of water and sewage to the Mobile Home.
7. Applicant understands and agrees that the Mobile Home must be skirted within 60 days after placement on location.
8. Person making application for placement of a mobile home for rental purposes understands that the home must be located in a designated Mobile Home Park. All other placements require the home to be the applicant's residence.
9. Applicant understands there are two (2) inspections at \$25.00 each that must be completed to receive a certificate of occupancy. Home can not be occupied until certificate is issued.

I have read and agree to the rules and requirements stated above.

X _____

Date _____

Review Date: _____

Owner: _____

Comments

- ____ Fees paid in full
- ____ Complete application
- ____ Plot Plan.....
- ____ Description and Photos
- ____ Petition to Adjoining owners
- ____ Petition to 1 block residents.....
- ____ Notice posted on site.....
- ____ Public Notice of Hearing
- ____ Board Hearing, decision.....
- ____ Completed date

NOTES:

Procedure

- A. No person shall place or locate a manufactured home of less than 23 feet in width on a parcel of real estate or lot located within the corporate limits of the city, or within the two-mile jurisdiction area surrounding the city without first obtaining the necessary approvals and permits as provided for in this section.
- B. Any person desiring to place a manufactured home on any parcel or lot located in the city shall first make application to the City Planning Administrator on a form as established by the Administrator. The application shall be accompanied by the following:
 - 1. A plot plan showing the exact location and dimensions of the parcel or lot.
 - 2. A description and dimensions of the proposed manufactured home to be located thereon.
 - 3. A drawing showing the exact location of the home on the parcel or lot.
 - 4. Color photographs of the front and back exterior of the proposed manufactured home. Said photographs are to be of such quality as to enable the viewer to judge the condition and appearance of the proposed manufactured home. These photographs shall be supplied by the applicant at the applicant's expense.
 - 5. A copy of all letters, on a form as established by the Administrator, advising the residents of each home adjoining the parcel or lot on which the proposed manufactured home is to be placed, of the applicant's intent to place a manufactured home there. Said letters shall be sent by the applicant, at the applicant's expense, by certified mail, return receipt requested, to the resident of each piece of property adjoining the parcel or lot on which the proposed manufactured home is to be placed. The return receipts from all such letters shall be forwarded to the Administrator and shall be presented by the Administrator at the public hearing described in Paragraph (D) below.
 - 6. A petition indicating the approval of this placement by more than one-half of the owners of real property within a one-block area.
- C.
 - 1. The Planning Administrator shall submit the application to the Board of Zoning Appeals for approval after reviewing the same for proper form and compliance with the requirements of division (B) above.
 - 2. The Planning Administrator shall post in a conspicuous place on said parcel or lot written notice of the application for location of a manufactured home, the name of the applicant, and the date and time of a public hearing on said application before the Board of Zoning Appeals. Said notice shall be posted at least ten (10) days prior to the hearing on the application.

- D. Upon submission of the application to the Board of Zoning Appeals, the Board shall schedule a public hearing to review and consider the application for approval and give notice of the hearing by sending written notice thereof to the applicant by certified or registered mail and publishing the notice in a local newspaper one time at least ten days before the date of the hearing. The notice shall contain the name of the applicant, the exact location of the parcel or lot where the proposed manufactured home is to be placed and the date, time and the place of the hearing.
- E. 1. If the Board approves the application; the applicant shall then apply for an improvement location permit and a certificate of occupancy and pay the necessary filing fees.
2. The Board shall consider the following factors in deciding whether or not to approve the application;
- The age, appearance, and condition of the manufactured home.
 - The number of other manufactured homes in the surrounding area.
 - Whether or not the owners of the manufactured home will be its occupants.
 - Whether or not the owners of the lot or parcel upon which the manufactured home is to be placed will be its occupants.
 - The wishes of the surrounding residents and property owners.
 - The opinion of other interested citizens.
 - The effects of the manufactured home on property values in the area.
 - The number of persons occupying the manufactured home.
 - Whether or not the placement of the mobile home is temporary or permanent.
 - Any other factor(s) relevant to the facts of the individual applicant.
- F. 1. Following the payment of the required fees and the issuance of the improvement location permit by the Planning Administrator, the applicant may locate the manufactured home onto the approved location or site.
2. The City Planning Administrator shall prepare registry of all manufactured homes which have been approved for location in the corporate limits of the city of Brazil, Indiana. Said registry shall be made available for public inspection in the office of the Brazil Clerk-Treasurer.
3. Each owner of a manufactured home, mobile home, or trailer located within the corporate limits shall annually register with the City/County Assessor no earlier than January 2 and no later than February 15 of each year.

TO WHOM IT MAY CONCERN:

Name: _____

Mailing Address: _____

Legal Description of Property: _____

More commonly known as: _____

Phone Number

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Mobile Home Placement
Petition for adjoining land owners**

Date: _____

Name: _____

Address: _____

I am the current owner and/or occupant of the real estate adjoining the lot or parcel located at:

in the corporate limits of the city of Brazil, Indiana. This notice is to provide me the opportunity to approve or disapprove the placement of a mobile home on the above mentioned lot/address.

YOUR OPINION IS: _____

SIGN: _____

PRINT: _____

**Mobile Home Placement
Petition for adjoining land owners**

Date: _____

Name: _____

Address: _____

I am the current owner and/or occupant of the real estate adjoining the lot or parcel located at:

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